



# CAÑON CITY POLICE DEPARTMENT

## Request for Records Search

This form is to be utilized to request copies or review documents in the possession of the City of Cañon City Police Department, subject to the provisions of the Open Record Act (CRS Article 72). Copies are subject to applicable charges. Copy charges may vary for records that require extensive preparation, retrieval or research efforts involving staff time of 1 hour or more. Where total charges are in excess of \$5, prepayment is required. Cost estimates shall be provided to the customer prior to providing the services requested and payment shall be rendered prior to the commencement of work.

**Type of Record Requested:**

\_\_\_\_\_ Traffic Accident  
\_\_\_\_\_ Offense/Incident  
\_\_\_\_\_ Other: \_\_\_\_\_

**Report # (if known):** \_\_\_\_\_

\_\_\_\_\_ Arrest/Custody  
\_\_\_\_\_ Local Background Check

Specific Information Requested: \_\_\_\_\_

**Report/Incident Information:**

**Person named in report:** \_\_\_\_\_ **Date of Birth** (if known): \_\_\_\_\_

Address of that person: \_\_\_\_\_

Date and time of the incident: \_\_\_\_\_

Location of incident: \_\_\_\_\_

**Reason for requesting report:** \_\_\_\_\_

**Requester Information:**

**Name:** \_\_\_\_\_ **Date of Request:** \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

**Address:** \_\_\_\_\_

E-mail (optional): \_\_\_\_\_ **Telephone #:** \_\_\_\_\_

*C.R.S. Sec. 24-72-305.5 – Access to records – denial by custodian – use of records to obtain information for solicitation.*

*Records of official actions and criminal justice records and the names, addresses, telephone numbers and other information in such records shall not be used by any person for the purpose of soliciting business for pecuniary gain. The official custodian shall deny any person access to records of official action and criminal justice records unless such a person signs a statement which affirms that such records shall not be used for the direct solicitation of business for pecuniary gain.*

**I affirm that I shall not use the requested information for direct solicitation of business for pecuniary gain and acknowledge that such violation is a Class 3 Misdemeanor under Colorado Revised Statutes 24-72-309.**

Requester's **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Estimate or Actual Costs:**

Item	Quantity	Price	Estimate approved by requestor?	Yes	No
B&W copies	_____	\$0.25	_____	_____	_____
Color copies	_____	\$1.00	_____	_____	_____
CD/DVD	_____	\$5.00	_____	_____	_____
Background check	_____	\$10.00	_____	_____	_____
Research \$25/hour	_____	\$6.25/15 min.	_____	_____	_____
	_____	Sales Tax 7.4%	_____	_____	_____
Total charges:		_____	<b>No charge for victim of a crime</b>		
		_____			

Records Use Only: Denied (Reason)  
\_\_\_\_\_ Contrary to State Statute \_\_\_\_\_ Prohibited by Rules or Order of Court  
\_\_\_\_\_ Contrary to Public Interest \_\_\_\_\_ Other: \_\_\_\_\_

Approved and processed by \_\_\_\_\_ Date: \_\_\_\_\_